

CLAIM FOR TEMPORARY LODGING ALLOWANCE

(MARFOREUR FORM 7220/2 - 18 JUL 00)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 37 US Code 405, Pay and Allowance of Uniformed Services Per Diem Outside CONUS, Alaska, and Hawaii.

PRINCIPAL PURPOSES: To provide a request for claiming payment of the temporary lodging allowance incident to occupancy of temporary lodging while on duty overseas. The form is used to itemize daily expenses incurred and as a supporting document for the payment of the allowance. Form is sent through command channels to service finance offices for payment.

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: The personal information (including Social Security Number) is required for identification purposes only. The disclosure of this information is voluntary. However, failure to provide any of the requested data may preclude payment of temporary lodging allowance.

MARINE'S INFORMATION

Name (Last, First, MI)	Rank	SSN	
Duty Location (Unit/Country)	Unclassified E-Mail Address	Work Phone	UNCLASS FAX

ORDERS / TOUR / FAMILY MEMBERS' INFORMATION

Type (Circle One)	Arrival / Departure Date	Type of Tour: (Circle appropriate)	
Arrival/Departure		Dependent Restricted / Unaccompanied / Accompanied By Dependents	
Family's Arrival / Departure Date (if different)	Sponsored Family Member's Name	Relationship	Children's Age
Marital Status Information			
<input type="checkbox"/> Single			
<input type="checkbox"/> Married			
<input type="checkbox"/> Married, Active Duty Spouse			
<input type="checkbox"/> Divorced, Entitled to BAH-Diff			

TLA CLAIM INFORMATION

Claim Nr.	Begin - End Dates	Temporary Lodging Facility Name	Kitchen Facilities Available?	Daily Lodging Cost
			Yes / No	

MARINE'S CERTIFICATION

I certify that:

a. I have been explained and understand the regulations governing Temporary Lodging Allowance, and the processes for claiming and obtaining reimbursement of expenses. I understand the importance of locating housing expeditiously and have aggressively sought such.

b. I consumed meals from a Government facility on following days: _____

c. During this TLA period I was on TAD or Field Duty Orders on the following days: _____

d. Attached receipts for temporary lodging costs are true representation of my expenditures.

Signature: _____

Date: _____

QUARTERS AVAILABILITY STATEMENT

By Local Housing Officer/Representative: Bachelor Quarters (ARE) / (ARE NOT) available. (Is) (Is not) authorized to reside on economy. Government Temporary Lodging Facilities (ARE) (ARE NOT) available. Expected housing occupancy date is: _____

Signature: _____

Date: _____

Tel Nr: _____

MARFOREUR REVIEW

Claim reviewed and approved / disapproved.

Signature: _____

Date: _____

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Following instructions are excerpts from the Joint Federal Travel Regulations

TLA is authorized to partially reimburse a member for the more than normal expenses incurred during occupancy of temporary lodgings and expenses of meals obtained as a direct result of use of temporary lodgings OCONUS which do not have facilities for preparing and consuming meals:

1. upon initial arrival (reporting) at a PDS (includes reporting for TDY at a location within the limits of the new OCONUS PDS (B-208740, January, 31 1983) and pending assignment of Government quarters, or pending completion of arrangements for other permanent living accommodations when Government quarters aren't available;

2. when the OCONUS commander designated by the Service concerned determines that for reasons beyond the member's control, it is necessary for a member once established in permanent quarters in the vicinity of the PDS to vacate such permanent quarters, permanently or temporarily, and use temporary lodgings in the vicinity of the PDS while seeking other permanent quarters or pending reoccupancy of the permanent quarters formerly occupied, as the case may be;

3. when a member without dependents vacates permanent housing because of a TDY assignment of 90 days or more (applies whether or not member serves any or all of the TDY period), the member is entitled to TLA while seeking permanent housing following TDY period (59 Comp. Gen. 486 (1980));

4. immediately preceding departure on a PCS from a PDS (includes reporting for TDY at a location within the limits of the old OCONUS PDS (B-208740, January 31, 1983) and after Government quarters are in fact vacated in connection with PCS orders or after surrender of other permanent living accommodations; or

5. during a period of hospitalization of the member while en route between PDSs and the dependents are required to use temporary lodging during the period of hospitalization.

The Services concerned may issue regulations considered necessary to implement and judiciously administer this allowance. In countries or areas where only one Service is represented, the senior commander issues instructions for the country or area. In countries or areas where more than one Service is represented, the senior commander or designee shall issue instructions for the guidance of all Services in the country or area.

The overseas commander designated by the Service concerned determines if it is necessary for the member and/or dependent(s) to occupy temporary lodgings when they first arrive at, or immediately before they leave, an overseas PDS. When the designated overseas commander determines occupancy of temporary lodging is necessary, the commander administers the requirements below as conditions necessary for payment of the TLA. If Government quarters are not available, the member's certification is required to support any travel order/voucher documentation submitted. When Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters' cost (see par. U1045).

a. advise the member upon arrival of the responsibility to seek permanent quarters aggressively (not applicable when it is known member is assigned Government quarters), and to follow up and review (at least every 15 or fewer days as determined by the approving authority) the member's progress in obtaining such quarters;

b. require the member, upon arrival, to register with the housing officer and to keep that officer periodically informed (at least every 15 or fewer days as determined by the approving authority) of progress in obtaining permanent quarters (member does not have to report progress in obtaining permanent quarters when it is known member is assigned Government quarters);

c. inform the member of the member's responsibility to furnish a statement indicating commencement and/or termination of TLA;

d. advise the member of any limit on the number of days of authorized TLA upon arrival or departure and of any requirement for written justification for extension of the allowance for the maximum number of days prescribed in pars. U9202 and U9204;

e. require members referred to in par. U9200-A, item 2, to relocate to other permanent quarters or to reoccupy the quarters formerly occupied, as the case may be, as soon as practical;

f. inform the member that entitlement to TLA depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and advise the member of the need to obtain receipts for lodging expenses to support payment of the allowance;

g. furnish the member with a list of temporary lodgings recommended for temporary occupancy by members and/or their dependents, and encourage the member to use recommended accommodations;

h. advise the member that lodging expenses are not allowed while staying with friends or relatives.

TLA shall be claimed in 10 day increments. Any portion lesser than 10 days shall be claimed separately (I.E.: 13 days shall be submitted on two separate claims - one for 10 days, one for 3 days).

Computations:

A. Lodging Cost \$	1. Maximum Amount Payable (BxD) \$
B. Per Diem Rate \$	2. Add 46% of (1) to Lodging Cost (A) (substitute 23% if quarters have facilities for preparing and eating meals, or if govt mess is used for all three meals) \$
C. Number of Command Sponsored Family Members	3. Determine Daily Allowances: BAS: \$ + BAH: \$ = \$
D. % of applicable Per Diem Rate	4. Subtract (3) from (2) to determine daily TLA rate: \$
COMPUTED BY:	5. Determine maximum ammount payable from (1) above (multiply by 77% if quarters have facilities for preparing and eating meals, or if government mess is used for all three meals) \$
	6. Pay the lesser amount of (4) or (5) \$